

Electronic Questionnaires for Investigations Processing

READ OVER THIS ENTIRE DOCUMENT PRIOR TO STARTING

All "DO" packages will now be done electronically. DIRAUX will initiate each request and then notify the member to login to the E-QIP website to complete their application.

The signature forms at the end of the SF-86 (E-QIP form, Release of Information, and Release of Medical Information), the DHS-11000-9 (Fair Credit Reporting Act Form), and two (2) fingerprint cards will still need to be signed and mailed to DIRAUX.

Once the member has completed and reviewed the form they will release it back to DIRAUX for review. If all is correct DIRAUX will release it to SECCEN.

For new members everything remains the same. Use the new enrollment application (revised date of 1-07). The "OS" forms are incorporated into the application and include two (2) fingerprint cards. All new members are still required to be "OS" favorable for membership into the auxiliary.

You must contact Jack Granger at DIRAUX before starting this process! 800-524-8835 or 504-671-2146

1. If you're on the To: line of this email, then it is time for your security clearance package to be done. To complete the SF-86 form, a new system is in place that allows the SF-86 to be filled out online. The new system is called E-qip.

(ElectronicQuestionnaires for InvestigationsProcessing).

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To learn more about the e-QIP System, you can read the Quick Reference Guide for e-QIP Applicants if you want.

Site: [Quick Reference Guide for e-QIP Applicants](#)

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NOTE: Attention to detail on these forms is absolutely necessary. Click on Save as you proceed, and answer/correct any errors as necessary.

NOTE: Submitting an incomplete or improperly completed package will result in delays in both opening and completing the investigation.

2. Please proceed to the following OPM website:

<http://www.opm.gov/e-qip>



3. Click on: e-qip logo

4. Your Web Browser will be checked for Compatibility. (not generally compatible with Macintosh. May work if using Internet Explorer or mozilla firefox)

5. Click on: Continue

6. Enter your Social Security Number: Submit

after entering your ssn – you will provide answers to a few challenge questions. You will then be prompted to change the challenge questions with ones you create. These same answers will be used each time you access the system, to validate you.

Much reading prior to filling out the actual sf-86. Just read and acknowledge, click and proceed to your questionnaire.

When answering certain portions of the questionnaire, the following applies to these specific questions:

7. Certifying Your Data

Once you have completed all the SF-86 and are ready to submit, click the Validate, Review, Certify hyperlink from the Navigation bar and follow the instructions.

Certify that the answers you provided on the Questionnaire are correct and accurate. After certification, your answers to the Questionnaire will be locked and unavailable for editing. You should print an official copy of your data for your records and must print a copy of your release forms after you complete certification.

Answer the questions on the Certify screen by clicking in the checkbox to the right of the question to continue the submission process. Understand that once you answer the questions with 'Yes' and click the SUBMIT button, you will no longer be able to change the data on your Questionnaire. As part of certification, e-QIP must revalidate your entire Questionnaire. This process takes a moment, so please click the SUBMIT button only once.

After you have successfully certified your form, you cannot change your data. If you wish to

abort this screen, click the CANCEL button.

After certification, you must select: "Release Request/Transmit to Agency"

If you wish to exit the e-QIP system WITHOUT saving your data, click on the Exit e-QIP button. Upon clicking this button, you will be prompted to confirm your intentions.

Click on the OK button in the pop-up box if you wish to exit. Otherwise, click on CANCEL button.

Additional Requirements for your Security Package

1. FD-258 (Finger Prints) - Three (3) Originals are required. (The CSO or Security Clerk will arrange a time for finger prints to be done)

2. You will need to fill out the following blocks on the FD-258:
(Make sure you write neatly, and no HIGHLIGHTER on these forms)

LAST NAME, FIRST NAME, MIDDLE NAME, SIGNATURE OF PERSON FINGER-PRINTED, RESIDENCE OF PERSON FINGER-PRINTED, ALIASES, DATE OF BIRTH, CITIZENSHIP, SEX, RACE, HGT, WGT, EYES, HAIR, PLACE OF BIRTH, SOCIAL SECURITY NUMBER

3. DHS Form 11000-9 Disclosure and Authorization Pertaining to Consumer Reports Pursuant to the Fair Credit Reporting Act File is attached to this email; - One (1) Signed Original is required.

Fill out completely.

For "Current Organization Assigned" use U.S. Coast Guard.

4. CG-5588 (Completed by Originating Unit CSO)

If you have any questions or problems using this new system, contact the CSO.

HELPFUL LINKS

Selective Service number

<https://www4.sss.gov/regver/verification1.asp>

Ultimate White pages

<http://www.theultimates.com/white/>

Zip Codes - City

http://www.usps.com/zip4/citytown_zip.htm

Zip Codes - Street

<http://www.usps.com/zip4/welcome.htm>